

THE VILLAGE OF RUIDOSO HAS AN OPENING FOR FULL TIME PLANNING ADMINISTRATOR

Reports To: Deputy Village Manager

Definition: Under general direction, manages, oversees and administers the planning and zoning, functions for the Village of Ruidoso. Exempt FLSA.

Essential Functions: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks: Manages the planning and zoning division of the Planning Department, including, oversight of current planning, zoning, and subdivision sites reviews. Drafts, develops, and recommends planning, and zoning, policies, ordinances, and resolutions. Advises and makes recommendations to the Planning Commission and Village of Ruidoso Council on related matters at their meetings.

Coordinates with other staff on the preparation of updates to the Comprehensive Plan and Transportation Plan, including land inventory and population projections, build-out projections, street lay-out, traffic projections, flood plain management, and land use assumptions. Oversees the current planning function, including reviews of site development applications, requests for zoning changes, variances, conditional uses, flood plan development, annexation, subdivision and ordinance amendments.

Advises and makes recommendations in the development and update of the GIS system for the Village, to identify and map properties, property characteristics, roadways, utilities, and flood ways for assistance with future planning activities.

Serves as the Administrator for the one mile ETZ area. This includes but is not limited to over site of ongoing case loads, attendance of meetings, handling of related issues. May be required to work on special projects as directed by the Deputy Village Manager.

Recommends the hiring, discipline, and termination of employees following established procedures and policy. Evaluates subordinates. Guides, and develops Planning & Zoning Division employees in the accomplishment of their duties and professional growth. Determines and recommends levels of staff and equipment needed to effectively provide services to the Village. Prepares and monitors department's annual budget. Handles / oversees the resolution of departmental problems.

Performs other related duties as needed or assigned.

Working Conditions: Mostly office environment. May work in field when necessary. Although may work a fairly regular schedule, this position is not a typical 40 hours work week. May work long hours, weekends, holidays, may be called when needed.

Knowledge, Skills, and Other Characteristics:

- ♦ Knowledge of the principles and theories of community development, planning, and zoning.
- ♦ Knowledge of State and Municipal statutes and codes relating to municipal planning, zoning, building, annexation, and flood plain management.
- ♦ Knowledge of procedures and techniques for managing development and construction projects.
- ♦ Knowledge of the principles and practices of employee training and supervision.
- ♦ Knowledge of the general principles and practices of municipal budgeting, and grant development and administration.
- ♦ Skill in managing the day-to-day operations of a planning and zoning department.
- ♦ Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.
- ♦ Skill in developing and implementing a variety of short and long term community development plans.
- ♦ Skill in analyzing and evaluating a variety of projects and plans to determine if they integrate with the Village's short and long term community development plans and comply with applicable planning and zoning ordinances.
- ♦ Skill in use of a GIS system
- ♦ Skill in negotiating and communicating, in person and in writing.
- ♦ Skill in establishing and maintaining routine working relationships with citizens, public officials, outside agencies, businesses, and employees.

Other Qualifications: Bachelors Degree in Planning and at least eight years of professional level municipal planning work specialization, two years of which being at the upper administrative level, functioning as Department Director or Assistant Director. Master Degree in Planning may be substituted for two (2) years of professional level planning experience. Valid NM driver's license.

SALARY RANGE IS \$2,022.92 - \$ 2,184.73 BI-WEEKLY DEPENDING ON EDUCATION. SUBMIT APPLICATION TO THE HUMAN RESOURCE DEPARTMENT OF THE VILLAGE OF RUIDOSO, 313 CREE MEADOWS DR., RUIDOSO NM 88345. APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED. ALL PERSONS OFFERED ANY JOB WITH THE VILLAGE OF RUIDOSO SHALL BE DRUG/ALCOHOL SCREENED. REFUSAL TO SUBMIT TO A DRUG/ALCOHOL SCREEN WILL BE DEEMED AS A WITHDRAWAL OF APPLICATION BY THE APPLICANT.

FOR DEPARTMENTS USE ONLY:
DEPARTMENTS PLEASE FILL OUT THIS SECTION !!!!

DATE & TIME POSTED 08/25/06 2:00 P.M. INITIAL _____.

DATE & TIME REMOVED UNTIL FILLED INITIAL _____.